

Guide to Enrolling as a New AmeriCorps Member

Purpose

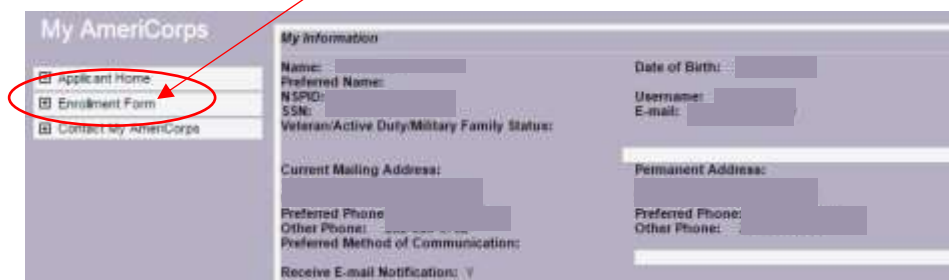
New AmeriCorps members must enroll within 30 days of the start date of their year of service. Members must complete their own enrollment form in the Portal. The instructions below outline the process to enroll.

Getting Started

1.) You will receive a notification email like the one below inviting you to apply. Log in to your My AmeriCorps Portal by clicking the link in the email or navigating to my.americorps.gov to complete your enrollment. If you haven't already created a username and password, you will be prompted to do so.

Dear _____ Name _____
Thank you for applying to serve on _____ Program Name _____ program. Use the following link to complete your registration and enrollment:
<http://uatmy.americorps.gov/mp/member/validateInvitation.do?id=577245&pin=34c3o9xmh1>
Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://edscncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

2.) You will choose "Enrollment Form" in the navigation bar on the left of the screen. (Your screen will not be purple like the examples below.)



The screenshot shows the 'My AmeriCorps' portal interface. On the left side, there is a navigation bar with three options: 'Applicant Home', 'Enrollment Form', and 'Contact my AmeriCorps'. The 'Enrollment Form' option is circled in red, and a red arrow points to it from the text above. The main content area on the right is titled 'My Information' and contains various fields for personal and contact information, including Name, Preferred Name, Date of Birth, NSPID, SSN, Username, E-mail, Current Mailing Address, Permanent Address, Preferred Phone, Other Phone, Preferred Method of Communication, and a checkbox for 'Receive E-mail Notifications'.

3.) You will be required to enter the requested information in the enrollment form and click “save information” at the bottom of the screen. All information is required. The information you provide will be protected securely and held confidentially; it will only be reported in summary and without any personal identification attached. The demographic information you provide will not be associated with personally identifying information such as your name or social security number when the data are analyzed.

Enrollment Form
Click here for help.

Thank you for visiting your district. Please complete your enrollment information below.

Registration Information:
First Name: [Text Field]
Middle Name/Initial: [Text Field]
Last Name: [Text Field]
SSN: [Text Field]
Date of Birth: [Text Field]
E-Mail: [Text Field]

Enrollment Information:
Permanent Address Line 1: [Text Field]
Permanent Address Line 2: [Text Field]
Permanent City: [Text Field]
Permanent State: [Dropdown Menu]
Permanent Zip: [Text Field]
Permanent Zip Plus: [Text Field]
Permanent Home Phone: [Text Field]
Permanent Work Phone: [Text Field]
Mailing Address Line 1: [Text Field]
Mailing Address Line 2: [Text Field]
Mailing City: [Text Field]
Mailing State: [Dropdown Menu]
Mailing Zip Code: [Text Field]
Mailing Zip Plus: [Text Field]
Mailing Home Phone: [Text Field]
Mailing Work Phone: [Text Field]

Demographic Information:
* Are you registered to Vote? [Dropdown Menu]
* Which of the following categories best describes your racial origin? (Check all that apply):
[List of racial categories]
* Which of the following options best describes your ethnic origin?:
[Dropdown Menu]
* How did you hear about this program? (Check all that apply):
[List of sources]

Save Information:
[save information button]

4.) This will complete Part 1 of the enrollment process. Your screen will indicate that the enrollment information has been saved.

My AmeriCorps

Please note:
• Enrollment information has been saved successfully.

My Information
Name: [Text Field]
Preferred Name: [Text Field]
NSPID: [Text Field]
SSN: [Text Field]
Date of Birth: [Text Field]
Username: [Text Field]
E-mail: [Text Field]
Veteran/Active Duty/Military Family Status: [Text Field]
Current Mailing Address: [Text Field]
Permanent Address: [Text Field]
Preferred Phone: [Text Field]
Other Phone: [Text Field]
Preferred Method of Communication: [Text Field]
Receive E-mail Notification: Y

5.) The program to which you applied will be notified that you've complete your portion of the enrollment form. Once they finalize their portion, you will receive email confirmation that reads as follows:

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear

Congratulations! This e-mail is to notify you that you have been enrolled in the National Service Trust. Upon successful completion of your term of service, your Segal AmeriCorps Education Award will be available for you to use.

If you wish to request forbearance on any student loan(s) for the duration of your service, click on the link below to access the My AmeriCorps website. Upon logging into your account, click "Create Forbearance Request" and search for your loan institution.

<http://uatmy.americorps.gov/mp>

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://edsncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

6.) The enrollment process is complete.

**For technical assistance, please contact the eGrants Help Desk at 1-800-942-2677*